

DECEMBER BOARD MEETING MINUTES

The Unitarian Universalist Congregation Lake County (UUCLC) Florida

Board of Trustees (BoT) Meeting

127 N. Bay Street., Eustis Florida

Thursday, December 15, 2016

President, Christina Higgins opened the The Board of Trustees Meeting with a few moments of mindful breathing and lighting of the chalice at 1:00 P.M. The following members were in attendance: Carl Skiles, Russ Littlefield, Stuart Anderson, Joyce Axelson, Betty Emery and Suzanne Lockwood in attendance.

Russ made a motion to accept the November 17, 2016 amended minutes. Betty seconded the motion and all members voted to approve minutes. A copy of the minutes will be posted on the Bulletin Board for members to read if so desired. Minutes also were sent to Gina for publication on the website.

Treasurer's Report:

Income: Incomes are larger than expected with cash donations way above what was anticipated.

Cash Operating Balance: \$72,000.00 (end of November)

Special Funds: to be used for what donation was designated for, some donations do not have a designated use attached to them. We have two donations towards piano.

Two CD's have been merged into Money market fund. We can use \$49K that is unencumbered.

Discussion on Pledging members – couples tend to pledge as one unit.

NEW BUSINESS

- **Committee Fair** – A discussion by all members touched the following points:

- Some members indicated that in other UU Congregations that they have attended Committees are represented at Coffee Hour following the service. Discussion on that practice beginning when we are in the new building.
- Betty will collaborate with Gina on details of the Committee Fair in January.
- **Orange County Solar Co-op**
 - Betty has been in contact with Orange County Solar Co-op regarding the viability of Solar Panels and energy use for UUCLC.
 - UUCLC information has been entered into their database and we have received a confirmation email that has been done.
 - An engaged discussion on whether or not this project would provide enough energy to energize our building, how quickly does the necessary equipment become outdate, and what the return on investment for UUCLC followed.
 - Betty offered the following information from Orange County Solar Co-op:
 - The System Size would be about 17kW or less for around \$40,000.
 - With what you've described, the Church would be about 10,000 sq ft. This system would cover less than 20% of the energy usage for the church.
 - These are really rough estimates as we have nothing to base the energy consumption off of and we don't know the exact location for production purposes.
 - You can assume somewhere between a quarter acre and a half of an acre for size purposes.
 - A good case study to look at would be a similar style system at Lyman High School (See attached picture) in Longwood Florida. It isn't one of our installations but it will give you an idea for what it would look like.
 - Again, we can generate a full proposal for you, with production estimates, cost savings and cashflow analysis as soon as we have more detail

- Betty will send us additional, detailed information when she hears back from the Co-op.
- Chris and the Board Members thanked Betty for her work on this project.
- **New Building --- Grand Opening**
 - A long discussion on the Grand Opening included the following points:
 - Leadership Council discussed two openings, one for the community and then a more formal dedication to follow.
 - One member also brought up that there should be a 'first service' for members, then the other two to follow.
 - Dates need to be selected so that we can schedule participation of local community officials, and community members. Some dates were discussed, however, none have been decided on.
 - Community Open House, would be a 'family-friendly' event, with Community Leaders, City Employees, Churches, etc. It may be outdoors with activities for families.

ONGOING BUSINESS

- **Part time Minister Search**
 - Chris indicated that we had received a 'nibble'.
 - A discussion on what the UUCLC vision is for a part-time minister clarified, that we need a part time minister to perform ministerial tasks. We perform well as a congregation working together on committees.
 - We are in need of forming a ministerial search committee.
- **Nominating Committee**
 - A committee is needed to develop a slate of officers for church year 2018. Vacancies will exist for President, Vice President, Treasurer and Secretary.
 - John Landers and Joanne Reilly have volunteered to be on this committee.

- Also, Eleanor Fessler and Gina Rossi have agreed to serve on the committee.

COMMITTEE REPORTS AND ISSUES

- **Leadership Council Meeting**—Leadership Council Meeting was held on December 12 at 1 p.m. The following are the highlights:
 - Review minutes of last meeting.
 - Discussion on Grand Opening
 - A calendar needs to be developed
 - A suggestion to have the Lakes County concert band perform. Other suggestions, Dan Gribbens, Logan, and others.
 - Wrap committee to be in charge of the first service and formal dedication. Committee is developing future services.
 - Membership committee reported that there are seven new members
 - Public Relations committee is functioning.
 - Outreach, Committee Fair were also discussed.
 - Bldg Project – Line of credit to be submitted to Green Bank

- **Building and Design**—

The status of Building Construction and Design decisions were led by Betty and Carl. Betty began with her report as follows:

 - The chairs from Bertolini have been ordered and paid in full. The total purchase price was \$9292.90 which is about \$90 more than originally quoted due to an unavoidable price increase.
 - We will be contacted when they are about to begin manufacturing the custom chairs for the celebration hall to confirm our selections. They are estimating completion of the chairs to be around the second week of February.

- I will contact Bertolini to push the date back to approximately the first week of March depending on the completion of the building and receipt of the certificate of occupancy.
- The chairs will be delivered by truck but we will need to have several able bodied individuals to move the chairs into the building when the truck arrives. I will need to ask for volunteers from the congregation to help us with that.
- The doors have been ordered through Lake Door and Trim. The selection is a wood door from Buffelen Industries out of Tacoma, Washington. T
- The purchase price was \$3975 which includes the door jamb. The doors will be delivered the second week of February.
- The furnishings committee had planned to discuss other furnishing for the building this past month but we needed to put that on hold temporarily.
- The next most pressing decisions now are those of the kitchen appliances. I was able to meet with a few of the members of the Kitchen Committee briefly after church service on Sunday December 11th.
 - The kitchen committee is now concentrating on the small appliance selections such as coffee urns, etc.
- A decision was made on the dishwasher selection (Bosch 500) but the gas range and refrigerator/freezer selections are still pending. Betty will go to Restaurant Supply World and Southeast Steel in Orlando to make the final selections.
- It may be less expensive to purchase a commercial style gas range than a residential gas range but we will need to make a side-by-side comparison to determine which would be better for our congregation.
- The selections from Restaurant Supply World were provided by June Sweeten and Russ Littlefield.

A discussion followed regarding an Amazon.com program that gives cash back to charitable organizations based on people who order merchandise from Amazon that mention the organization when they complete their order.

All members agreed that this would be a good idea, and Betty offered to do the research and get us signed up. That discussion led to a suggestion from a church member that we have a 'Kitchen Registry' that members could go to if they want to donate an item to UUCLC. It was agreed that we would do that on Amazon.

- **Building Committee**
- Carl began his report with a concern about people visiting the building site who are not following the protocol that is in place for visiting the site.
- When construction of the building began OSHA regulations prevent anyone being on the site without a hard hat, long pants, proper footwear, etc.
- The contractor has contacted Carl regarding visitors showing up randomly. Keator, the construction company, could be cited for OSHA violations when people go to the site without being properly attired.
- ***The protocol that is in place is to contact Carl Skiles prior to visiting the site or if you have questions about the construction. That protocol has been in place we are just reminding everyone to please respect and follow that protocol.***
- Carl offered the following update on the Building and associated tasks and concerns.
 - o Stove – on the original plans we got through with a 'warming' kitchen in regards to hood. However, there is a new inspector in Eustis and he has indicated that we need to follow the code rules for a commercial grade hood.
 - o Need to get a design and purchase a hood, estimate cost for that will be \$7K.
 - o A medallion needs to be created for the building.
 - A discussion followed with suggestions for stained glass, and other available options.
 - o Review of Funds:

- A discussion on funds took place and were reviewed by the board for the purpose of applying for Line of Credit.
- All board members suggested that Carl prepare the line of credit cover letter to green bank, and once completed to send out to Board Members for approval to submit.
- A discussion on obtaining quotes for basic security for the building took place.
-
-
- **Education – on hold**
- **Finance –**
 - The following was introduced and then discussed by members.
 - Capital Fund Raising
 - Pledge Drive
- **Membership –**
 - Seven new members were enrolled in our congregation and there are currently more new people who have indicated that they would like to join UUCLC.
- **Public Relations –**
 - A discussion among members indicated that we need to:
 - Assure that all newspaper advertising and notices are up to date and correct
 - Communicate through email, newspapers, etc that there will be no services on Sunday, December 25th and Sunday, January 1st due to City of Eustis closing all public buildings on those days to provide a holiday for staff.
- **Social Justice and Environment –**
 - UUCLC volunteers are staffing Open Door on Fridays from 11am to 2pm.
 - Lake County Interfaith Council – Chris is a member of the Interfaith Council Interim Board.

- **Care** --
 - o Committee members met during pot luck on 11/27
 - o Debbie Miller continues to send cards from UUCLC.

- **WRAP**—
 - o Church Year 2016-17 Theme: Building a Beloved Community
 - o Wrap committee meets weekly to create meaningful discussions and services for the congregation.
 - o The following are the upcoming services planned for UUCLC.
 - January 1st --- no service
 - January 8th – Sensei Morris Sekiyo Sullivan: Buddhist Community
 - Marta Pearson: Defining God and Goals tie in with MLK Day
 - January 22nd – Private faith, Public faith
 - January 29th – Pete Kersey 00 It is an Awesome World
 - February 5th – Herb Agee Stewardship Talk

-
- **Bylaws Committee** – Tabled

-

- **Board Meeting Schedule:**
 - o **Thursday, January 19th at 1:00 p.m.**
 - o **Thursday, February 16th at 1:00 p.m.**

A motion to close the meeting was made by Stu and seconded by Russ and the meeting adjourned at 4:15 p.m.

Respectfully submitted

Joyce K. Axelson
Secretary

